



FINANCIAL REPORTING AND ANALYSIS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To supervise and perform a variety of professional level duties involving the accounting, recording and reporting of financial transactions involved in City funds; to review accounting records for accuracy; to prepare financial reports, statements and special financial analyses; and to perform a variety of professional accounting tasks relative to accounts payable, accounts receivable, general ledger, lease contracts, fixed assets, capital improvements, special assessments, grants and a variety of financial statements.

Supervision Received and Exercised:

Receives direction from the Controller or from other management staff.

Exercises direct supervision over accounting staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plan, assign and review work of accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Plan, schedule, organize, and supervise general ledger transactions, fixed assets, special assessments and various capital improvement budget items.
- Plan, schedule, organize, and supervise accounts receivable and lease contracts to ensure proper receipt of funds and paperwork as required in the lease.
- Provide assistance to City staff regarding accounting principles and procedures.
- Maintain and reconcile a variety of ledgers and accounts; review all accounting transactions to ensure accuracy; correct financial records as necessary.

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Financial Reporting & Analysis Supervisor (continued)

- Assist in the development, testing, implementation and monitoring of procedures to ensure proper compliance with the internal controls identified for major accounting functions.
- Maintain existing and implement new financial accounting systems; review and update internal user manuals. Assist City departments with implementation of new software systems impacting general ledger.
- Develop and maintain reports and procedures to ensure accounting software systems are properly processing and recording transactions; prepare and review computer input for monthly financial reports.
- Assist in the preparation of complex financial analysis as requested by senior management; prepare administrative reports, audits, and program recommendations outlining findings.
- Assist in the preparation of the City's Comprehensive Annual Financial Report; interact with the external auditors as deemed necessary.
- Assist in the preparation of the annual Expenditure Limitation Report and forecast.
- Monitor contract compliance with federal grant requirements; assist in Single Audit of federally-funded programs and monies and the preparation of the Single Audit Report (A-133).
- Maintain various schedules, reports and procedures to ensure City is in compliance with federal arbitrage regulations.
- Prepare and submit monthly analyses of expenditures and revenues, including monthly capital improvement project reports; prepare and submit quarterly analysis of expenditures and revenues.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of professional accounting or auditing experience, including financial statement preparation, preferably in municipal or public accounting. Supervisory experience is highly desirable.

Education:

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Financial Reporting & Analysis Supervisor (continued)

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or degree related to the core functions of this position.

Licenses/Certifications:

Possession of a certification as a Public Accountant is highly desirable.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 377

Status: Exempt / Classified